



Supervising Special Investigator 2

Class Code: 8547 – Exam Code: 6PB10

Departments: Department of Developmental Services
Department of Human Resources
Department of Public Health
Department of Social Services
State Personnel Board

Opening Date: April 15, 2016

Final Filing Date: Continuous

Type of Examination: Multi-Departmental Open

Salary: \$6,333.00 - \$8,269.00

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 9 months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition, or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by the Department of Developmental Services. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Either I

One year of experience performing the duties of a Supervising Special Investigator I or a Supervising Special Investigator I (Non-Peace Officer) in the California state service.

Or II

Two years of experience performing the duties of a Senior Special Investigator or a Senior Special Investigator (Non-Peace Officer) in the California state service.

Or III

Experience: Three years of experience in investigation work, at least two years of which shall have been in a supervisory capacity. and

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Under direction, either (1) in a major administrative area, to direct a large staff in the performance of field investigations to detect or verify suspected violations of laws, rules, or regulations; or (2) in a headquarters office, to assist the chief investigator in planning and directing a statewide investigation program, and to act for the chief in his/her absence; and to do other related work.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

To preview the Supervising Special Investigator 2 Training and Experience Evaluation, select [preview examination](#).

KNOWLEDGE AND ABILITIES

Knowledge of:

- Investigation techniques and procedures, and directing others in the performance of investigatory work.
- Rules of evidence and court procedure.
- Principles of identification, preservation, and presentation of evidence.
- Sources of information used in locating persons.
- Laws of arrest, search and seizure, service of legal process, and the legal rights of citizens.
- Principles and techniques of personnel management and supervision.
- Supervising a staff of investigators.
- Interviewing techniques.
- Duties of Federal, State, and local law enforcement agencies.
- Interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered.
- A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

- Direct others in the performance of investigatory work.
- Interpret and apply to specific cases the provisions of the laws, rules, or regulations enforced or administered.
- Supervise a staff of investigators.
- Dictate correspondence and prepare reports.
- Communicate effectively.
- Establish and maintain close working relationships with persons and agencies.
- Analyze situations accurately.
- Think and act quickly in emergencies, and identify and take corrective administrative action on specific problems.
- Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits will not be applied to the final score of competitors who are successful in this examination.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources, Selections Division
1515 S Street, North Building, Suite 400
Sacramento, CA 95811-7258

1-866-844-8671

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GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [Supervising Special Investigator 2 specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent

civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR's Veterans' Information webpage](#), and the Department of Veterans Affairs.

First Bulletin Release Date: 12/15/16

SUGGESTED RESOURCES TO HAVE AVAILABLE WHEN BEGINNING THE EVALUATION

Employment History: Job Titles, organization name and addresses, name of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School name and address, degree(s) earned, date(s) attended, courses taken (verifiable on a transcript), person or office who can verify education, and phone numbers of persons listed above.

Training: Class titles, certifications received, and name of a person who can verify your training and their contact information.

FILING INSTRUCTIONS

Once all of the information indicated above has been gathered, click the link below to be directed to the Training and Experience Evaluation. Upon completion of the Training and Experience Evaluation, the examination will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)